### Exhibit 1-4

# **HELP LINE DIRECTORY**

## For information related to recipient eligibility and enrollment:

Interactive Voice Response System (IVR)

Phoenix area: (602) 417-7200 In state: 1-800-331-5090

Eligibility Verification Unit

Phoenix area: (602) 417-7000

All others: 1-800-962-6690 (In state)

1-800-523-0231 Ext. 7000 (Out of state)

## For prior authorization of services:

Prior Authorization Unit (Monday - Friday 8:00 a.m. - 5:00 p.m.)

Phoenix area: (602) 417-4400

All others: 1-800-433-0425 (In state)

1-800-523-0231 Ext. 4400 (Out of state)

## To update your provider records or to register as a provider:

Provider Registration Unit

Phoenix area: (602) 417-7670 (Option 5) All others: 1-800-794-6862 (In state)

1-800-523-0231 Ext. 77670 (Out of state)

## For information about claims in process and/or billings:

Claims Customer Service Unit

Phoenix area: (602) 417-7670 (Option 4) All others: 1-800-794-6862 (In state)

1-800-523-0231, Ext. 77670 (Out of state)

#### For information about electronic claims submission:

**Electronic Claims Submission Unit** 

(602) 417-4892 or (602) 417-4706

## For questions about an electronic claims transmission:

AHCCCS Customer Support (602) 417-4451

## **HELP LINE DIRECTORY**

### For information about Medicare crossover claims:

Jackie Wagner (602) 417-7950

For information about certification for continued treatment, patient discharge coordination and referral, and related matters:

Prior Authorization Unit (Monday - Friday 8:00 a.m. - 5:00 p.m.)

Phoenix area: (602) 417-4400

All others: 1-800-433-0425 (In state)

1-800-523-0231 Ext. 4400 (Out of state)

## For information about AHCCCS medical policy:

Office of Special Programs (602) 417-4053

## For information about billing for services provided to Native American recipients:

Julia Ysaguirre, Native American Coordinator (602) 417-4610

AHCCCS Billing Manual for IHS/Tribal Providers
Updated: 05/28/2004